**VACANCY ANNUONCMENT**

**Job Title**: Clinic in Charge (2 Posts)

**Location:** Maban

**Reports to:**  Health and Nutrition Officer

**Start Date:** ASAP

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| **About RI:** | Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.  Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them. |

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Medical / Technical**

**•** Provide consultations with diagnosis and treatment of illnesses based on the MoH PHCC/U guidelines for South Sudan and using IECHC

• Support registrars to triage according to IECHC danger signs, to ensure children with severe disease are assessed and treated first by clinical staff.

• Prescribe treatment medication and instruct patients on correct usage

• Provide patient education on prevention of common causes of illness including STIs, improved IYCF and hygiene practices

• Compile daily and weekly reports required internally, and by the Ministry of Health and UNHCR, and submit to the Health Manager.

• Contribute to regular clinic team meetings and health and nutrition team meetings

**Quality management**

• Aim to achieve the highest quality programming possible within the challenging context of South Sudan.

• Ensure all clinical officers /consulting staff have PHCC/U guidelines available and alert Health Manager if more needed

• Identify gaps in knowledge and skills among clinic based staff

• Support completion of quarterly MoH quality supervision checks of the clinic and disseminate results within clinic team as well as the clinic improvement plan for next quarter.

**Staff management**

• Line manage assigned staff according to the internal health and nutrition organogram for Maban

• Provide clinic day to day management

• Provide on the job training (for registrars, CHWs and nurses), coaching, and supervision.

• Conduct staff appraisals and identify areas of staff development (training needs).

• With the support of a Health Manager, facilitate regular clinic staff meetings and share project related information including successes, weaknesses, and guiding the team in improving the quality of quality of care provided.

**External representation**

• Representation in relevant meetings as requested.

• Meet with NGO partners, CHD, local authorities and local partners as requested. May not commit to any response without express approval from the Health and Nutrition Project Manager, Project Coordinator and/or Health Advisor.

**Logistics**

**•** Oversee weekly submission of the clinic Stock Request by the pharmacist

• Ensure buffer stock available in clinic pharmacy store. (minimum 1 month for drugs and health supplies, minimum 1 week for nutrition commodities for OTP, TSFP)

• Support stock management procedures to ensure timely ordering/communication of low stocks to prevent stock outages.

**GENERAL RESPONSIBILITIES**

To facilitate achievement of the medical objectives to reduce morbidity and mortality by provision of emergency healthcare services to refugee populations in Maban county.

**QUALIFICATIONS AND JOB REQUIREMENTS**

**Essential:**

* Qualified Clinical Officer or Medical Assistant
* 2 years of professional experience after qualification
* Fluent in written and spoken English Fluent in spoken Arabic
* Self-motivated
* Desire to serve
* Respectful towards other cultures
* Able to establish relationships easily
* Experience working in refugee settings in South Sudan

**Desirable:**

* Reproductive health training and experience
* Previous PHC supervision experience
* Previous management experience
* Fluent with Arabic
* Keeps a positive attitude in difficult situations
* Previous experience of living and working in a multi-cultural team, Encouraging, supportive

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

We would like to share Relief International's Values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

* Inclusiveness
* Transparency and Accountability
* Agility and Innovation
* Collaboration
* Sustainability

**HOW TO APPLY:**

Submit your applications letter include updated CV, copy of National ID Card, Academic documents and should be delivered to the Relief Intentional office in the following Locations:

**Juba -** Tongping Road, Behind US Embassy residence - Juba

**Gentil -** Gentil Office is Located in Southwest Maban County-Road to Jamam, next toGentil Hospital

**Bunj -** Bunj Office is located in Northeast Maban County

OR

Send your application via Email to: [recruitments@ri.org](mailto:recruitments@ri.org)

All applicants will be required to register their names and the position they applied for when submitting the applications at the different offices.

**Deadline: November 17, 2017 at 5 pm.**

Only shortlisted applicants will be contacted.